



APPLICATION FOR EMPLOYMENT

Completed application forms must be faxed, mailed, or delivered to the Collin County Human Resources Department, 210 S. McDonald Street, Suite 612, McKinney, Texas 75069, fax (972) 548-4509. Applications remain active for six months.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disabilities which do not affect the ability to perform the essential functions of the position, marital or veteran status.

PERSONAL INFORMATION (Complete *all* applicable information)

Name (First, MI, Last)		Social Security Number		Date of Application	
Position(s) applied for (list in order of preference):		Are you willing to work (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> 1 st Shift <input type="checkbox"/> 2 nd Shift <input type="checkbox"/> 3 rd Shift <input type="checkbox"/> Day work only <input type="checkbox"/> Night work only			
Street Address:		City		State Zip	
Home Phone	Business Phone	Have you previously been employed by Collin County? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____ Where? _____			
Are you related to a current Collin County employee or official? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, who? _____		What are your salary requirements?		Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you pled guilty or nolo contendere (no contest) or been convicted of any criminal offense other than parking tickets in the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list _____					

EMPLOYMENT HISTORY (List your last three employers below, starting with your *most recent job*)

Present or Last Position		Name of Company		From Mo/Yr		To Mo/Yr	
Street Address:		City		State		Zip	
Duties:		Reason for Leaving:					
Starting Base Pay Rate	Final Base Pay Rate	Bonus		Other Compensation		May we contact your supervisor?	
Name of Supervisor		Supervisor's Title			Supervisor's Phone Number		
Next Previous Position		Name of Company		From Mo/Yr		To Mo/Yr	
Street Address		City		State		Zip	
Duties:		Reason for Leaving:					
Starting Base Pay Rate	Final Base Pay Rate	Bonus		Other Compensation			
Name of Supervisor		Supervisor's Title			Supervisor's Phone Number		
Next Previous Position		Name of Company		From Mo/Yr		To Mo/Yr	
Street Address		City		State		Zip	
Duties:		Reason for Leaving:					
Starting Base Pay Rate	Final Base Pay Rate	Bonus		Other Compensation			
Name of Supervisor		Supervisor's Title			Supervisor's Phone Number		

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION INFORMATION

High School or GED	Address	City	State	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade Completed	
College	Address	City	State	Degree/Yrs.	Major	GPA
College	Address	City	State	Degree/Yrs.	Major	GPA
Graduate School	Address	City	State	Degree/Yrs.	Major	GPA
Other	Address	City	State	Degree/Yrs.	Major	GPA

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications that you possess.			
____ PC/Mac	Computer Software:	Machinery:	Other (list):
____ Typewriter	_____	_____	_____
WPM _____	_____	_____	_____

GENERAL INFORMATION

Do you have a valid Driver's License? ____ Yes ____ No	Issuing State _____	License Number _____
Have you ever been bonded? ____ Yes ____ No If yes, with what employer? _____		
Are you over 18 years of age? ____ Yes ____ No		
Did you serve in the military? ____ Yes ____ No If yes, which branch? _____		

BUSINESS REFERENCES (list references who have knowledge of your job related performance)

Name	Address	Company/Position	Telephone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN BELOW

<p>➤ I understand that in accepting this application, Collin County is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.</p> <p>➤ I certify that all answers to questions in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process may result in my application being rejected, or, if I am hired, in my employment being terminated. Furthermore, I voluntarily give the county permission to investigate all statements contained in this application. I further release from all liability or responsibility, persons or entities conducting or responding to such inquiries.</p> <p>➤ If employed by Collin County, I will comply with all rules, regulations, policies and procedures of the county. I understand that if hired, my employment will be "at will". I will remain free to resign my employment at any time. Collin County may likewise terminate my employment at any time with or without cause or notice.</p> <p>➤ I understand that I may be required to work overtime which would include hours and days not regularly scheduled.</p> <p>➤ I also understand that any offer of employment is conditioned on the completion of pre-employment tests, background checks and verification of documentation. I will, upon request, sign all necessary consent forms.</p>	
Signature	Date

Voluntary Survey Applicant Sourcing

The following information is necessary to help us determine how applicants learn of our open positions and to measure the effectiveness of our recruiting efforts. You are not required to complete this form; however, your assistance is appreciated. Please submit the completed form with your employment application.

Date of Application? _____

Position(s) for which you are applying? _____

How did you learn about our Job Openings? (please circle selection)

1. Friend
2. Current Collin County Employee
3. Collin County Website
4. Monster.com
5. Professional Association (Please identify) _____
6. Other website (Please identify) _____
7. Collin County Job Line
8. Dallas Morning News Newspaper
9. Star Telegram Newspaper
10. Community Newspapers
11. Herald Democrat Newspaper
12. McKinney Courier Gazette Newspaper
13. Walk-in
14. Elevator posting
15. Other (Please identify) _____